

APPENDIX C-75

FORMAT OF LETTER REGARDING REQUESTED LOAN

SUBJECT: Loan of DLA Stock Fund Materiel

TO: Director
Defense Logistics Agency
ATTN: DLA-OS

1. Reference: DLAR 4140.27, subject as above.
2. Subject materiel covered by enclosed requisition number _____ from _____ cannot be supplied from Defense Stock Fund Assets under provisions of reference.
3. DLA assets and stock position are listed below for review:
 - a. Project code _____.
 - b. Period of loan _____.
 - c. Stock number _____.
 - d. Quantity requested _____.
 - e. Average quarterly demand _____.
 - f. Protectable mobilization reserve materiel requirement _____.
 - g. Reorder point quantity _____.
 - h. Procurement cycle quantity of issuable stock on hand _____.
 - i. Quantity already on loan _____.
4. Request this Center be advised of further action by _____
(date).

IF A SUITABLE SUBSTITUTE IS RECOMMENDED, INCLUDE ABOVE ELEMENTS OF DATA
FOR SUBSTITUTE ITEM.

Encl Signature